

Chapter 08 Continuing Education Requirements

.01 Scope. This chapter governs:

- A. A licensee applying for renewal;
- B. An individual applying for reinstatement of licensure; and
- C. Providers of continuing education courses of study.

.02 Definitions.

A. In this chapter, the following terms have the meanings indicated.

B. Terms Defined.

- (1) “Approved provider” means an entity that has been approved by the Board to provide continuing education course of study for licensees as provided in this chapter.
- (2) Contact Hour.
 - (a) “Contact hour” means at least 60 consecutive minutes of engagement in a continuing education for which points may be earned.
 - (b) “Contact hour” does not include a portion of a program or activity devoted to registration, breaks, or meals.
- (3) “Continuing competence activities” means planned learning experiences that promote continuing competency, and shall:
 - (a) Have content beyond the licensee or applicant’s present level of knowledge;
 - (b) Be subject to audit by the Board; and
 - (c) Be related to the scope of physical therapy practice, including research, treatment, clinical documentation, education, or management of healthcare delivery systems.
- (4) “Continuing competency” means the ongoing ability of a physical therapist or physical therapist assistant to maintain, update, and demonstrate sufficient knowledge, skill, judgment, and qualifications necessary to practice safely and ethically in a designated role and setting in accordance with the scope of practice of physical therapy or limited physical therapy.
- (5) “Continuing education” means:
 - (a) Courses of study designed to provide learning experiences for the practice of physical therapy and limited physical therapy;
 - (b) Continuing competence activities; and
 - (c) The jurisprudence exercise administered by the Board.
- (6) “Jurisprudence exercise” means a set of questions developed and administered by the Board related to the Maryland Physical Therapy Act and its underlying regulations.
- (7) “Licensee” means a physical therapist or physical therapist assistant licensed in Maryland.
- (8) “Peer-reviewed” means judged by an independent panel of experts having special knowledge or skills in a particular field of study.
- (9) “Registered” means enrollment in a continuing education course.
- (10) “Reporting period” means a two-year period commencing on April 1 during which the licensee must complete all continuing education requirements.

(11) “Reflective practice exercise” means an exercise in which a licensee or applicant evaluates the licensee or applicant’s current professional practice abilities, establishes goals to improve those abilities, and develops and documents a plan to meet the goals.

.03 Continuing Education Requirements - General.

- A. For individuals renewing prior to June 1, 2015, each physical therapist and physical therapist assistant shall accumulate 30 points of continuing education points during the reporting period to be eligible for licensure renewal.
- B. For individuals renewing after June 1, 2015, and for each reporting period thereafter, a licensee shall accumulate 30 points of continuing education points during the reporting period to be eligible for licensure renewal.
 - (1) A minimum of 20 points shall be accumulated in activities related to clinical skills; and
 - (2) A minimum of 10 points shall be accumulated in activities related to professional roles, which shall include one point earned through the completion of the Jurisprudence Exercise.
- C. Exception. A renewal applicant who is issued an initial license less than one year before the license expiration is not required to accumulate continuing education points for the first renewal following the initial issuance of the license.

.04 Standards for Courses of Study. Courses of study which are eligible for Board approval to qualify for continuing education points shall:

- (1) Contain intellectual or practical content based on best available scientific evidence;
- (2) Increase the licensee or applicant’s competence and proficiency as a physical therapist or physical therapist assistant;
- (3) Constitute a learning experience in subject matter directly related to the practice of physical therapy or limited physical therapy;
- (4) Be provided through live instruction, or instruction that is mechanically or electronically recorded, reproduced or transmitted, or provided through other electronic media, or a computer website accessed via internet;
- (5) Include materials that are prepared, and activities that are conducted, by an individual or group qualified by practical or academic experience in a setting appropriate to the educational activity of the course;
- (6) Include written relevant scientific or reference materials which are distributed to attendees at or before the commencement of the course;
- (7) Include a written agenda and objectives; and
- (8) For activities that are directed to more than one healthcare discipline, or are directed primarily to another healthcare discipline, sufficiently enhance physical therapy skills or aid in the practice of physical therapy.

.05 Approval of Courses of Study.

- A. The Board shall approve a course of study that satisfies the standards set forth in .04 of this chapter.
- B. The Board may at any time rescind its approval of a course of study for failure to satisfy the requirements of .04 of this chapter.

- C. The Board may evaluate a course of study, and upon a determination that the course of study does not satisfy the requirements of .04 of this chapter, notify the course provider that the Board is rescinding its approval.
- D. The course provider may request the Board's reconsideration of the Board's decision by submitting a written request to the Board's Executive Director within 15 days of receipt of the Board's notice.
- E. The Board shall have final approval of whether a course of study meets the requirements of .04 of this chapter.
- F. To obtain Board approval of a course of study, the course provider shall:
 - (1) Apply to the Board at least 60 days prior to the date the course is scheduled; and
 - (2) Submit the following information:
 - (a) An application on a form provided by the Board;
 - (b) An application fee;
 - (c) A complete hour-by-hour agenda;
 - (d) A clear and concise written statement describing learning, behavioral, or performance objectives;
 - (e) A curriculum vitae for each instructor describing the instructor's competence and skill in the subject matter; and
 - (f) List of citations to support the evidence-based course of study.
- G. A licensee or applicant may seek pre-approval from the Board of a course of study that is not offered by a Board-approved course provider provided that the licensee:
 - (1) Submits a request to the Board at least 30 days prior to the date the course is scheduled;
 - (2) Provides:
 - (a) The name and address of the course provider;
 - (b) The date, location, and schedule of the course;
 - (c) A description of the qualifications of the course presenters; and
 - (d) A description of the content of the course, including written materials; and
 - (3) Pays a course review fee of \$25.00.
- H. Courses of study provided by the following entities are automatically approved by the Board:
 - (1) The American Physical Therapy Association (APTA), including any Sections;
 - (2) State chapters of APTA;
 - (3) The Federation of State Boards of Physical Therapy (FSBPT); and
 - (4) Physical therapist and physical therapist assistant programs approved by an agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation.

.06 Activities Related to Clinical Skills - Courses.

- A. Courses of study – With live instruction.
 - (1) A licensee or applicant may earn one point for each contact hour by attending a course of study offered live and in real time.
 - (2) A maximum of 20 points may be earned in each reporting period.
 - (3) The course of study shall be Board approved or provided by a Board approved course provider.

- (4) A licensee or applicant shall submit a certificate of attendance issued by the course provider.
- (5) The Board may not award continuing education points for the same course more than once in the same reporting period.
- B. Courses of study – Without live instruction.
 - (1) A licensee or applicant may participate in a course of study provided by videotape, satellite transmission, webcast, DVD, or other electronic media that includes a final assessment, for which:
 - (a) One point may be earned for each contact hour of participation;
 - (b) A maximum of 10 points may be earned in each reporting period;
 - (c) The Board may not award continuing education points for the same course more than once in the same reporting period; and
 - (d) The licensee or applicant shall submit a certificate of completion and assessment results by the course provider.
 - (2) A licensee or applicant may participate in a course of study provided by videotape, satellite transmission, webcast, DVD, or other electronic media, that does not include a final assessment, for which:
 - (a) One point may be earned for every two contact hours of participation;
 - (b) A maximum of 5 points may be earned in each reporting period;
 - (c) The Board may not award continuing education points for the same course more than once; and
 - (d) The licensee or applicant shall submit a certificate of completion issued by the course provider.
- C. Academic courses related to physical therapy.
 - (1) A licensee or applicant may earn 10 points for every one credit earned in an academic course, with a maximum of 20 points in each reporting period.
 - (2) The licensee or applicant shall submit the course description published by the course provider.
 - (3) The course shall be offered in a post-baccalaureate program.
 - (4) The licensee or applicant shall obtain a letter grade of “C” or better, or “P” if the course is offered on a pass/fail basis.
 - (5) The Board may not award continuing education points for the same course more than once.

.07 Activities Related to Clinical Skills – Continuing Competency Activities.

- A. Study groups. A licensee or applicant may participate in a study group with the purpose of advancing knowledge and skills relating to the practice of physical therapy, provided: :
 - (1) The study group consist of at least three licensees;
 - (2) The licensee or applicant may earn one point for every two hours of participation;
 - (3) A maximum of 5 points may be earned in each reporting period;
 - (4) The licensee or applicant shall submit an attendance list and professional designation of each participant in the study group;
 - (5) The licensee or applicant shall submit a statement of goals of the study group; and

- (6) The licensee or applicant shall maintain documentation of assignments for each participant and a written reflection summarizing the knowledge and skills enhanced by participating in the study group.
- B. Fellowships.** A licensee or applicant may participate in a fellowship with an organization credentialed by the American Physical Therapy Association in a specialty area of physical therapy practice, for which:
- (1) Five points may be earned for each full year of clinical participation;
 - (2) A maximum of 10 points may be earned; and
 - (3) The licensee or applicant shall submit the certificate conferred on the licensee or applicant.
- C. Residency.** A licensee or applicant who has completed a residency program offered by an organization credentialed by the American Physical Therapy Association may earn continuing education points for which:
- (1) Five points may be earned for each full year of clinical participation;
 - (2) A maximum of 10 points may be earned; and
 - (3) The licensee or applicant shall submit evidence that all requirements of the residency program have been met.
- D. Specialty certification or recertification.** A licensee or applicant who has received a specialty certification or recertification by the American Board of Physical Therapy Specialization, or its successor organization, may earn continuing education points for which:
- (1) Ten points may be earned;
 - (2) The Board may only award continuing education points for each certification or recertification once; and
 - (3) The licensee or applicant shall submit evidence that the certification or recertification has been granted by the American Board of Physical Therapy Specialization.
- E. Advanced Proficiency Designation.** A licensee or applicant who has received an Advanced Proficiency Designation by the American Physical Therapy Association may earn continuing education points for which:
- (1) Ten points may be earned; and
 - (2) The licensee or applicant shall maintain evidence from the American Physical Therapy Association that the designation has been awarded.
- F. Clinical instruction.**
- (1) A licensee or applicant who serves as a clinical instructor, resident, or fellow for physical therapist or physical therapist assistant students may earn continuing education points provided:
 - (a) A licensee or applicant shall have served as a clinical instructor, resident or fellow for at least 80 hours;
 - (b) One point may be earned for every 40 hours of direct supervision;
 - (c) A maximum of 8 points may be earned in each reporting period;
 - (d) The licensee or applicant shall submit verification of the clinical affiliation agreement with the accredited educational program for each student supervised; and
 - (e) The licensee or applicant shall submit a log showing the number of hours spent supervising each student.
 - (2) Presenting or teaching a Board approved course. A licensee or applicant may earn continuing education points for presenting or teaching a board approved course, provided:

- (a) The licensee or applicant submits written materials advertising the presentation or teaching, or other evidence of the dates, subjects, goals and objectives of the presentation;
 - (b) Two points may be earned for each hour of teaching or presenting;
 - (c) A maximum of 10 points may be earned during each reporting period; and
 - (d) The Board may not award continuing education points for teaching or presenting the same subject matter more than once.
- (3) A licensee or applicant may earn continuing education points for presenting or teaching for an accredited physical therapy educational program, transitional doctorate program, program for licensed healthcare practitioners, or a national or international healthcare workshop, seminar or conference, provided:
- (a) Two points may be earned for each hour of presentation or teaching;
 - (b) A maximum of 10 points may be earned during each reporting period;
 - (c) The licensee or applicant shall submit written materials advertising the presentation or teaching, or other evidence of the dates, subjects, goals, and objectives of the presentation; and
 - (d) The Board may not award continuing education points for teaching or presenting the same subject matter more than once.

.08 Activities Related to Professional Roles – Continuing Competency Activities.

A. Professional organizations.

- (1) A licensee or applicant may earn continuing education points for participation in a national physical therapy or interdisciplinary organization which includes physical therapists, provided:
- (a) The licensee or applicant serves as an officer or chair of a physical therapy services committee or task force for at least one year;
 - (b) Five points may be earned for each full year of participation;
 - (c) A maximum of 10 points may be earned during each reporting period; and
 - (d) The licensee or applicant shall submit organizational materials detailing the licensee or applicant's participation, responsibilities, and summary of activities.
- (2) A licensee or applicant may earn continuing education points for participation in a state physical therapy or interdisciplinary organization which includes physical therapists, provided:
- (a) The licensee or applicant serves as an officer or chair of a physical therapy services committee for at least one year;
 - (b) Four points may be earned for each full year of participation;
 - (c) A maximum of 8 points may be earned during each reporting period; and
 - (d) The licensee or applicant shall submit organizational materials detailing the licensee or applicant's participation, responsibilities, and summary of activities.
- (3) A licensee or applicant may earn continuing education points for participation in a local or regional physical therapy or interdisciplinary organization which includes physical therapists, provided:
- (a) The licensee or applicant serves as an officer or chair of a physical therapy services committee for at least one year;

- (b) Three points may be earned for each full year of participation;
 - (c) A maximum of 6 points may be earned during each reporting period; and
 - (d) The licensee or applicant shall submit organizational materials detailing the licensee or applicant's participation, responsibilities, and summary of activities.
- (4) A licensee or applicant may earn continuing education points for participation as a member of a physical therapy organization committee, provided:
 - (a) The licensee or applicant serves as a member of the committee for at least one year;
 - (b) Two points may be earned for each full year of participation;
 - (c) A maximum of 4 points may be earned during each reporting period; and
 - (d) The licensee or applicant shall submit organizational materials detailing the licensee or applicant's participation, responsibilities, and summary of activities.
- (5) A licensee or applicant may earn continuing education points for participation in unpaid volunteer service to the general public related to physical therapy, provided:
 - (a) One point may be earned for every 10 contact hours;
 - (b) A maximum of 5 points may be earned during each reporting period; and
 - (c) The licensee or applicant shall submit published materials or proof of participation describing the volunteer service.
- (6) A licensee or applicant may earn continuing education points for membership in the American Physical Therapy Association, provided:
 - (1) One point may be earned for every year of membership; and
 - (2) The licensee or applicant shall submit proof of membership in the American Physical Therapy Association.

B. Workplace Education. A licensee or applicant may earn continuing education points for presentation or attendance at an in-service session related to the practice of physical therapy, provided:

- (1) One point may be earned for every two hours of in-service;
- (2) A maximum of 5 points may be earned during each reporting period; and
- (3) The licensee or applicant shall submit a roster or certificate of attendance signed by a representative of the employer;
- (4) The Board may not award continuing education points for the same in-service more than once; and
- (5) Attendance or participation in an in-service session on general patient safety, emergency procedures, or governmental regulatory requirements not specifically related to physical therapy practice may not earn continuing education points.

C. Professional Self-Assessment.

- (1) A licensee or applicant may earn continuing education points for completion of a reflective practice exercise pre-approved by the Board, provided:
 - (a) Five points may be earned;
 - (b) The licensee or applicant shall submit evidence of completion of all elements of the reflective practice exercise; and
 - (c) The Board may only award continuing education points for completion of one reflective practice exercise during each reporting period.

- (2) A licensee or applicant may earn continuing education points completion of the Practice Review Tool developed by the Federation of State Boards of Physical Therapy, provided:
 - (a) Five points may be earned for achieving a passing score;
 - (b) Two points may be earned for completing the Practice Review Tool without a passing score;
 - (c) The licensee or applicant shall submit the certificate of completion and performance report; and
 - (d) The Board may only award continuing education points for completion of the Practice Review Tool once during each reporting period.

D. Research and Publications. A licensee or applicant may earn a maximum of 15 points in every reporting period for the following activities:

- (1) Serving as a Principal or Co-Principal Investigator on a submission of a request to a funding agency for a research grant, provided:
 - (a) Ten points may be earned;
 - (b) The licensee or applicant shall submit a copy of the research grant request, which shall include the title, abstract, funding agency, and grant period; and
 - (c) The Board may only award continuing education points for a funding request once during each reporting period.
- (2) Serving as a Principal or Co-Principal Investigator on a research project, provided:
 - (a) Ten points may be earned;
 - (b) The licensee or applicant shall submit a copy of the research grant, which shall include the title, abstract, funding agency, grant period, and documentation of the funding received; and
 - (c) The Board may only award continuing education points for participation in a research project once during each reporting period.
- (3) Authoring or editing a book on a subject directly related to the practice of physical therapy, provided:
 - (a) Ten points may be earned;
 - (b) The publication date of the book shall be within the reporting period;
 - (c) The licensee or applicant shall maintain a copy of the publication and a list of consulted resources; and
 - (d) The Board may only award continuing education points for authoring or editing a book once in a reporting period.
- (4) Authoring or editing a chapter in a book on a subject directly related to the practice of physical therapy, provided:
 - (a) Five points may be earned;
 - (b) The publication date of the book shall be within the reporting period;
 - (c) The licensee or applicant shall submit a copy of the publication book and a list of consulted resources; and
 - (d) The Board may only award continuing education points for authoring or editing a chapter once in each reporting period.
- (5) Authoring a published peer-reviewed article directly related to the practice of physical therapy, provided:
 - (a) Ten points may be earned;

- (b) The publication date of the article shall be within the reporting period;
- (c) The licensee or applicant shall submit the article, names and employers of the reviewers, and a list of consulted resources; and
- (d) The Board may only award continuing education points for authoring a peer-reviewed article once in each reporting period.
- (6) Authoring a published non-peer-reviewed article directly related to the practice of physical therapy, provided:
 - (a) Three points may be earned;
 - (b) The publication date of the article shall be within the reporting period;
 - (c) The licensee or applicant shall submit the article and a list of consulted resources; and
 - (d) The Board may only award continuing education points for authoring a non-peer-reviewed article once in each reporting period.

E. Continuing Education - Other Healthcare Disciplines. A licensee or applicant may earn continuing education points for attending courses or conferences of other healthcare disciplines on a subject related to the practice of physical therapy, provided:

- (1) The course or conference is approved by the licensing board of the respective healthcare discipline;
- (2) The course or conference is conducted live and in real time;
- (3) One point may be earned for every contact hour;
- (4) A maximum of 5 points may be earned during each reporting period;
- (5) The licensee or applicant shall submit a certificate of attendance issued by the course provider approved by the respective licensing board; and
- (6) The Board may not award continuing education points for the same course or conference more than once during a reporting period.

F. Healthcare Administration. A licensee or applicant may earn continuing education points for attending courses or conferences related to healthcare administration, management, or leadership, provided:

- (1) One point may be earned for every contact hour;
- (2) A maximum of 5 points may be earned during each reporting period;
- (3) The course or conference is conducted live and in real time;
- (4) The course or course provider is Board approved;
- (5) The licensee or applicant submits the certificate of attendance issued by the course provider; and
- (6) The Board may not award continuing education points for the same course or conference more than once during a reporting period.

G. Jurisprudence Exercise. Every licensee and reinstatement applicant shall complete the jurisprudence exercise administered by the Board, provided:

- (1) One point may be earned; and
- (2) The licensee or applicant shall submit the certificate of completion.

.07 Recordkeeping and Audits.

- A. Each licensee and applicant shall complete a continuing education compliance form with each renewal or reinstatement application.
- B. Each licensee shall submit evidence of compliance with continuing education requirements in a form and manner required by the Board by May 15 of each renewal year.
- C. Each licensee and reinstatement applicant shall retain evidence of compliance with continuing education requirements for 2 years followings the end of the reporting period for which the continuing education points are sought.
- D. At the close of a reporting period, the Board shall conduct random audits of continuing education records of licensees to ensure compliance with continuing education requirements.
- E. Upon request of the Board, a licensee or applicant shall provide the Board with any documentation relating to compliance with the continuing education requirements set forth in this Chapter.
- F. Failure to cooperate with the Board's audit in a timely manner, to include failure to provide the necessary documentation of compliance, may subject the licensee or applicant to formal disciplinary action.

.08 Costs.

- A. Board approval of a course of study submitted by a non-board approved course provider. - \$100
- B. The Board may review a continuing education activity, to include a continuing competency activity, submitted by a licensee, provided:
 - (1) The licensee pays a review fee of \$25; and
 - (2) The Board receives the request for review at least 30 days prior to the commencement of the continuing education activity.

.09 Reinstatement Requirements.

- A. A physical therapist or physical therapist assistant shall accumulate 30 points of continuing education in the 2-year period immediately preceding the reinstatement application.
- B. The applicant shall earn a minimum of 20 points in activities related to clinical skills.
- C. The applicant shall earn a minimum of 10 points in activities related to professional roles, which shall include one point earned through the completion of the Jurisprudence Exercise.